UNIVERSITY OF ST. THOMAS
HUMAN SUBJECTS COMMITTEE APPLICATION
EXEMPTION COVER SHEET
Please type all information.

PRINCIPAL INVESTIGATOR(S):	DEPARTMENT:

TELEPHONE:	E-MAIL:

CO-INVESTIGATOR(S):	DEPARTMENT:

TELEPHONE:	E-MAIL:

(*for student applicants*)

RESEARCH PROFESSOR:	TELEPHONE:	E-MAIL:

M.ED. PROGRAM DIRECTOR:	TELEPHONE:	E-MAIL:

TITLE OF PROJECT:

DURATION OF ENTIRE PROJECT

START (date form is completed):	END (one year later):

APPROVAL REQUESTED FOR (MAXIMUM OF ONE YEAR)

START (date form is completed):	END (one year later):

APPLICATION FOR EXTERNAL SUPPORT (IF GRANT FUNDED)

NAME OF SPONSOR:	APPLICATION DEADLINE:

All scholarly research (that which is aimed at presentation or publication) involving human subjects carried out by faculty,administrators, staff, or students affiliated with the University--- whether conducted on campus or elsewhere---must be reviewed and exempted or approved by the Human Subjects Committee. This policy applies to both funded and non-funded research activities. Any research involving Human Subjects performed without the review and approval of the Human Subjects Committee gravely violates UST's explicit policy and ethical standards. Such a breach of conduct places the investigator in serious jeopardy and could be considered sufficient cause for dismissal from the University.*

*all full-time faculty and part-time faculty when they utilize University resources or affiliation with the University, or when they involve any member of the University in data collection

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Research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt from human subjects review (Department of Health and Human Services National Institutes of Health Office for Protection From Research Risks, 2001). ***Indicate all of the federally specified reasons why you think this research design is exempt by checking the box or boxes that apply to your study. Provide a description of the study on the next page, addressing each of the bulleted points.***

☐ 1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

☐ 2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

☐ 3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b)(2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

☐ 4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

☐ 5. Research and demonstration projects which are conducted by or subject to the approval of Department or Agency heads, and which are designed to study, evaluate, or otherwise examine (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.

☐ 6. Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural, chemical, or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U. S. Department of Agriculture.

Description of Research

1. What is the purpose of the study?

2. What is the setting in which the research will take place (e.g., name and description of school)?

3. How will participants (and others) be informed of the study (e.g., informational letter, flyers, etc.)?

4. Who are the participants (e.g., students, parents, teachers, etc.)? Provide basic demographic information if available. Include any information about whether participants are disadvantaged or otherwise more vulnerable. **Be sure to note whether the participants are <u>your</u> students** (i.e., those to whom you have immediate access due to your job) **or not** (e.g., another teacher's students). If they are not your students, describe how you will obtain access to data.

5. What are your procedures? Describe the design, the measures/tests that will be used, and the procedures that you will implement. For example, describe any interventions, standard educational practices, and/or methods of data collection. Include the **full name** of any measures/tests (not just abbreviations) and a brief summary of their purpose.

6. Did you develop any of the measures (e.g., questionnaires, surveys, tests, interview questions)? If so, **include a copy**. Note: If you have not finished developing the measure, at least include sample items or interview questions.

7. Does the procedure require any special training? If so, describe your qualifications for conducting the procedure.

8. Will data be collected anonymously (i.e., you won't know who is participating)? If not, how will confidentiality be maintained?

9. Who will have access to the data?

10. Will informed consent/assent be obtained from participants and/or parents/guardians? If so, **include a copy** of the consent form (using the UST template).

PLEASE COPY AND PASTE ALL ATTACHMENTS TO THE END OF THIS FORM RATHER THAN SUBMITTING THEM AS SEPARATE DOCUMENTS.

Required Signatures of Approval

My signature confirms that all the information provided is accurate.

_____

Printed Name of UST Student Researcher

_____ _____

Signature of UST Student Researcher Date

Review of Research Professor (EDUC 6320) regarding accuracy of exemption request and design of the study.

Circle one: Approved or Rejected

_____ _____

Signature of Research Professor Date

Review of request for exemption by the University of St. Thomas Human Subjects Committee

Circle one: Approved or Rejected

_____ _____

Signature of Committee Chair Date

Please note that a letter from the school authority granting permission to conduct research is due by the end of the research course (6320). You may attach the letter to this form or turn it in separately to the research professor.

Checklist

Please ensure that all of the following have been completed:

_____ Type the entire application.

_____ Complete the cover page accurately. Be sure to include a working email address and phone number; otherwise, the HSC will not be able to reach you.

_____ Check the correct box/boxes on page 2. Note: category 2 is for research in which participants remain anonymous throughout the research. Category 2 is for research in which participants can be identified by the researcher.

_____ Respond to all questions on page 3. Please read the questions carefully so that no information is missing.

_____ Include the full name (not just abbreviations) of any tests/measures.

_____ Attach a copy of any measures that you have created (e.g., survey, questionnaire).

_____ Attach a copy of an informed consent form, if you will be using one.

_____ Ensure that the informed consent form follows the UST template. PLEASE REMOVE BRACKETED TEXT and insert text that is specific to your study. Remember: The consent form should be addressed to the person signing it (e.g., "You may feel somewhat uncomfortable answering questions about your personal experiences.").

_____ Sign page 4.

_____ Proof-read the entire application for errors.

_____ Attachments (measures, consent form) are copied and pasted to this document rather than submitted as separate documents.